

Parent Portal Access Guide

Students Authorizing Other Users to Access Account Information

1. Student should sign into **myHolmes**.
2. In “Student Links” card, click on **My Personal Info**.
3. Click on **Proxy Management**.
4. Click on **+Add New** and complete the required information, including an email address.
 - a. A series of emails will be sent to the parent (proxy) in order to log in and establish a permanent password.
 - b. Once established, the parent (proxy) will have access through the [Parent Portal Login](#).

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), a student’s education records are considered confidential. Absent certain exceptions, your education records may not be released to a third party, including a parent/guardian, without your consent. By clicking the “+Add New” link above and entering the name and email of your parent/guardian, you are authorizing Holmes Community College to grant access to your education records to the designated individual(s) through the College’s Parent Portal online system. This authorization includes, but is not limited to, the following information: class schedules, grades, attendance, accounts receivable information and transcripts. This authorization will remain in effect for one year or until you revoke it by deleting a parent/guardian from the College’s Parent Portal online system.